

Hours

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| Monday to Thursday | 8am to 5pm |
| Friday | 8am to 3.15pm |

Please note that students Year 3 and under must be accompanied by an adult after 3.15pm Monday to Thursday.

Facilities and Services

The Resource Centre provides curriculum based resources and literature in a variety of formats to the wider XXX College community. Our open door policy offers access to parents, students and staff to an extensive fiction collection as well as non-fiction and reference materials in both print and electronic formats.

Physical facilities

The Resource Centre is situated at the southern end of the Quadrangle and is divided into several separate, but interconnecting, areas. On the main floor of the Resource Centre is the Junior area, incorporating the reading pit and the Junior and Middle fiction collections; the tables area which accommodates a full class with access to Reference, Non Fiction and Fiction shelves; the ELC, a computer classroom, with 26 fully networked computers; a quiet area with cubicles for private study and research; and the meeting room, which accommodates twelve students. The central downstairs area of the Resource Centre is the hub of the library, containing eight enquiry terminals, a coffee table area and the busy circulation area.

The mezzanine level has two main areas; a multimedia room, which can accommodate a full class with full internet access, data projector and video editing suite; and the Teacher Reference area which houses an extensive teacher reference collection as well as a meeting area for teachers.

Technology

The ELC houses 26 networked computers with black and white printer access. Scanners are available on request. There is an extensive range of electronic resources including the most recent indexes, encyclopaedias, newspapers, reference materials and on-line full-text databases available to all students via password. These are also accessible to students from home. Black and white photocopying is also available to students. Colour printing and binding is available to all students via library staff at a nominal fee.

Borrowing

Most books are available for 2 weeks loan and are renewable. The number of items available to be borrowed is dependent on the student's year level, please enquire. Year 12 have unlimited loans available to them. Videos and DVDs may be borrowed overnight or over the weekend.

Overdue or lost items

Students are informed when they have an item overdue. They will not be permitted to borrow if there is an item outstanding. Lost items should be reported as quickly as possible, so the student can resume borrowing rights. If an item is lost, then payment is required for that item in order for borrowing rights to be renewed. Refunds are issued if the item is found.

FAQ

About the Resource Centre

Q: When is the library open?

A: The library opens at 8.00 am each weekday and closes at 5.00 pm from Monday to Thursday and 3.15 pm on Friday.

Q: Is the library open after school?

A: Yes, until 5pm Mon to Thurs, on the provision that you are engaged in study or homework. You must be in Year 4 or above to be able to come alone to the library in the afternoons.

Q: Can I come to the library during class time?

A: Yes, provided your subject teacher permits and provides you with a note in your diary.

Q: Does the library have a lost and found?

A: Yes. Ask for lost items at the Circulation Desk.

Q Is the Resource Centre open at Recess?

A: Yes, to Senior School students only.

Q: Is there a room that can be booked for meetings at lunch times or after school?

A: Yes, the Meeting Room is available to be booked. Just ask a staff member.

Borrowing

Q: Do I need to have my ID card when I want to borrow?

A: No, you are not required to carry your ID card with you.

Q: Are there overdue fines?

A: No, but further borrowing is denied until the overdue items are returned.

Q: What happens if I lose a book?

A: You will need to report the loss to a librarian and the item will need to be paid for before borrowing can resume. If you subsequently find the item, you will be refunded.

Q: How can I renew a loan?

A: Bring the borrowed item to the Circulation Desk. The Librarian will renew the loan provided no other student has reserved it. If the book is not overdue, you can renew it online.

Q How can I reserve a book?

A: Ask the Librarian at the Circulation Desk to reserve it for you or you can reserve on- line.

Catalogue use

Q: Where is the catalogue?

A: The catalogue is accessible through the Resource Centre Home Page and can be accessed from any of the computers in the College and from home. There are also four computer terminals dedicated to accessing the catalogue in the library.

Q: How do I get help with finding things in the catalogue?

A: Just ask any staff member and they will give you 'how-to' guide.

Photocopying and printing

Q: How much does photocopying cost?

A: Currently black and white photocopy is free. Colour printing costs 50c per A4 sheet and is accessible via any of the library staff. Document binding is also available via library staff - approx \$1

Q: How do I make an overhead transparency? (B/W)

A: Ask a Librarian for assistance. Transparency sheets cost 20 cents each.

Q: Can I print in colour?

A: Yes. Please ask a staff member. Cost is 50c per A4 sheet.

Q: Can I copy in colour?

A: No, not at the moment. You would have to scan the document and then print it.

Library computer use

Q: Can I use the library databases from home?

A: Yes. Ask a Librarian for the brochure with the list of user names and passwords

Q: When can I use the library computers to check my email?

A: At recess, lunch times, before and after school.

Q: Can I download videos, games and music files?

A: No. See the School policy for use of electronic resources

Finding information and resources

Q: How do I find newspaper articles?

A: The library holds hard copies of The Australian, the Gold Coast Bulletin, and the Courier Mail for one week. To find newspaper articles online, ask a Librarian for assistance.

Q: Is there anywhere I can get help for my research assignment?

A: Yes, Just ask any Resource Centre Staff member to assist you. Check to see if there is a pathfinder prepared for your assignment topic.

Q: Can you recommend a good book to read?

A: Yes. Check the library's Fiction Lists, choose from the Student Reviews or ask a Librarian for a recommendation.